

United Nations Mechanism for International Criminal Tribunals

HVAC Technician, FS4

DEADLINE FOR APPLICATIONS	:	06 October 2017
DATE OF ISSUANCE	:	07 September 2017
OFFICE	:	Registry, General Services Section
LOCATION	:	Arusha (Tanzania)
JOB OPENING NUMBER	:	17-FMG-RMT-84947-R-ARUSHA (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the General Services Section (GSS) of the Arusha branch of the Mechanism for International Criminal Tribunals, located in Arusha, Tanzania. The incumbent of the position will report to the Facilities Management supervisor under the overall supervision of the Chief, General Services Section.

RESPONSIBILITIES

Within the delegated authority the incumbent will perform following duties:

Operations

- Liaises frequently with the Facilities Management Supervisor to perform all tasks related to HVAC and refrigeration works in the Arusha branch including the installation of new systems as well as maintenance of existing systems.
- Performs diagnostics and preventive maintenance of HVAC systems.
- Ensures that HVAC works meet the safety and environmental standards in accordance with international codes and regulations.
- Installs, maintains, services and repairs HVAC, refrigeration (including freezers), industrial kitchen equipment and kitchen appliances, and industrial and domestic gas equipment.
- Carries out scheduled periodic and emergency maintenance services on all related installations and equipment.
- Monitors the tools/equipment and spare parts inventory, ensuring the use of items/spare parts in the most productive manner.
- Liaises with relevant engineering experts of the MICT Hague branch, other UN or external entities for expert advice on HVAC and other related works.
- Provides instructions on end-use care and servicing of HVAC and refrigeration works.
- Trains end-users in the proper operation, upkeep, general maintenance of HVAC and other equipment and shall monitor adequate supply of spare parts for routine scheduled maintenance, as well as in maintaining log books, maintenance records and spare parts' consumption records.
- Coordinates with outside agencies appointed to enhance the Unit's maintenance capabilities.
- Provides input for data entries in the asset control database immediately after receipt, repairs/overhaul, transfer, and disposal of equipment.
- Conducts Management of electrical and generator works as directed by the facilities management supervisor or Chief of General Services.
- Supervises, evaluates work of, and delegates tasks to MICT-Arusha technicians, and contractors of projects and general maintenance works.

Administration

- Performs surveys and prepares technical reports.
 - Prepares material specifications for the purpose of raising requisitions.
 - Provides lists of items/spare parts required as well as tools and equipment, well in advance.
 - Performs technical or other assessments of air-conditioning and refrigeration installations, electrical systems, generator sets and prepares technical or other reports.
 - Applies and ensures adherence to safety programmes related to the safe operation of air-conditioning and refrigeration installations, electrical systems, generator sets or power tools and equipment of the building and maintenance trade.
 - Supervises ad hoc tradesmen, local and international contractors assigned to the team by determining workloads and schedules.
 - Reviews and recommends for approval work orders and assigns day to day repair and maintenance tasks to tradesmen and technicians being supervised.
 - Inspects and reports on new project and maintenance work carried out either by contractors or tradesmen and staff under supervision, and ensures proper utilization of available resources.
 - Reads and interprets specifications and technical drawings, schedules, manuals for construction projects, installations and upgrade repair of infrastructure. Resolves problems; inspects quality of work and work performance.
 - Assists in carrying out technical assessments of installations in existing buildings and infrastructure.
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- Assists in the preparation of Bills of quantities, cost estimates and scope of works for new projects maintenance programmes and supplies. Assists in the technical evaluation of bids and proposals for projects, and supply of materials.
- Provides inputs periodically for assessment of performance levels of assigned local and international staff.
- Performs other duties as assigned by the supervisor.

CORE COMPETENCIES

- **PROFESSIONALISM**– Demonstrated knowledge and experience in building services infrastructure and maintenance implementation; demonstrated electrical and HVAC technical skills; initiative and practical problem-solving skills; ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to determine the necessary corrective actions in an efficient and timely manner; ability to maintain accurate records and inventories; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **COMMITMENT TO CONTINUOUS LEARNING**: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **TEAMWORK**: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **PLANNING AND ORGANIZING**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

QUALIFICATIONS:

Education: High school diploma or equivalent is required. Technical training in electro-mechanical engineering and/or HVAC technology is required. Recognized and valid license of the electro-mechanical trade is highly desirable. Technical or vocational training and certificate in a trade (air-conditioning, refrigeration, generator, power supply, electrical, carpentry, plumbing, welding, etc.) is desirable.

Experience: At least six (6) years of relevant experience in installing, servicing, maintaining and repairing air-conditioning and refrigeration installations, electrical systems, generator sets or buildings and infrastructure. At least four (4) years of experience in servicing, maintaining and repairing both centralised and split air-conditioning and refrigeration installations is required. Previous experience in a field operation is highly desirable.

Languages: English and French are the working languages of the Mechanism. Fluency in English (both oral and written) is required. Knowledge of Swahili may be an advantage.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. **Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

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No Fee:
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of *inspira* account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN *inspira* portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
